



## **City of Tontitown**

479-361-2700 – [www.tontitown.com](http://www.tontitown.com)

"A Little Town, A Lot of Tradition"

### **Intro**

The City of Tontitown, Arkansas is requesting Statements of Qualifications (SOQs) from qualified attorneys or law firms to provide professional legal services. This request is issued in accordance with Arkansas Code Annotated 19-11-801-805, which governs procurement of professional services and City of Tontitown Purchasing Manual Chapter 4: Competitive Bidding & Requests for Professional Services (G) Requests for Professional Services. The selected individual or firm will serve to provide legal services as needed by Mayor, City Council, and various departments of the City.

### **Scope of Services**

The legal services may include, but are not limited to:

Serving as legal advisor to City Council, Mayor and Department Heads.

Attending regular and special City Council meetings and other public meetings as requested.

Drafting and reviewing ordinances, resolutions, contracts, and other legal documents.

Representing the City in civil litigation, administrative proceedings, and negotiations.

Advising on municipal law matters including land use, public finance, personnel, contracts, public meetings (FOIA), and regulatory compliance.

Providing other legal services as needed or requested by the City.

### **Minimum Qualifications**

Respondents must meet the following criteria:

Licensed and in good standing with the Arkansas Supreme Court to practice law in the State of Arkansas.

At least 10 years of experience as a practicing attorney.

High level of integrity and professionalism.

Demonstrated experience in municipal law or similar governmental legal services.

Ability to provide timely legal counsel and representation.

Professional liability insurance coverage.

### **Statement of Qualifications Content**

Cover Letter - A brief introduction and summary of interest.

Firm/Individual Background - A description of your practice, relevant experience, and areas of expertise.

Key Personnel - A list of current or previous municipalities or government entities represented.

Approach to Providing Services - Explanation of your approach to communication, responsiveness, and handling municipal legal issues.

References - At least three (3) references from public sector clients.

Mailing Address: PO Box 305, Tontitown AR 72770

Physical Address: 235 E Henri de Tonti Blvd, Tontitown AR 72762

**Submission Instructions and Contact Information**

Please submit your qualifications package no later than October 31, 2025, at 12:00 PM to:

Mark Latham

Community Development Director

Physical Address 235 E. Henri De Tonti Blvd. Tontitown, Ar. 72762

Mailing Address P.O. Box 305 Tontitown, Ar. 72770

[mlatham@tontitownar.gov](mailto:mlatham@tontitownar.gov)

479.361.2700

Submit copy in person, by mail, or by email (all must be received by above deadline)

Late or incomplete submissions will not be considered. Position will be open until filled.